

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Maintenance Technician

BAND	GRADE	
NE	615	
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for performing routine labor functions in street or parks and maintenance divisions. Duties may include: repairing streets, parking lots and curb gutters; setting forms and pouring concrete; performing construction activities such as framing walls and remodeling City buildings; performing building facilities general maintenance and repairs; programming gate card readers; checking, installing and repairing irrigation systems; mowing, weeding, planting, pruning, spreading seed, fertilizing and trimming; marking fields and setting-up for special events; making park signs; sweeping streets and maintaining equipment; moving and assembling office furniture; and, inventorying supplies and materials.		
DISTINGUISHING CHARACTERISTICS: This is the first level of a five level maintenance series. The Maintenance Technician is distinguished from the Maintenance Specialist which performs journey level work on an on-going basis.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Installs, checks and repairs irrigation systems.	Varies	
2.	Repairs streets, parking lots and curb gutters by sealing, patching, filling cracks and painting; sets forms and pours concrete for sidewalks, curbs, driveways, washes and handicap ramps, footings, etc.; and, installs and replaces traffic signs.	Varies	
3.	Operates various light equipment involved in the maintenance or building maintenance and construction and upkeep of grounds and streets such as street sweepers, sand trucks, path trucks and lawn mowers.	Varies	
4.	Assists in performing routine construction activities, including remodeling, plumbing repairs, drywall repairs, painting, welding, fabrication, replacing lighting fixtures, carpentry work, roofing and moving and assembling office furniture.	Varies	

Rev. 07/07

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Maintenance Technician

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
5.	Performs landscaping and gardening duties by mowing, weeding, planting, pruning, spreading seed, fertilizing and trimming.	Varies	
6.	Performs duties in the maintenance of parks and fields by marking and maintaining fields, setting-up for special events and making park signs.	Varies	
7.	Maintains City buildings and grounds by service calls and preventative maintenance, collecting trash and debris, raising and taking down flags, decorating City for holidays, cleaning cabanas and restrooms and spraying for bugs.	Varies	
8.	Picks-up and delivers various equipment and supplies; inventories materials and supplies; stocks vehicles with parts; ensures equipment is stored in proper areas.	Varies	
9.	Programs gate card readers.	Varies	
10.	Receives service calls from the public and resolves problems involving usage or billing or prepares work orders.	Weekly	
11.	Maintains records of service.	As Required	
12.	Performs other duties of a similar nature or level.	As Required	

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Maintenance Technician

Knowledge (position requirements at entry):

Knowledge of:

- Methods, materials and equipment used in construction, landscaping, street maintenance, and building facilities maintenance;
- Irrigation systems;
- Basic construction methods, including electrical systems, pipefitting, welding and fabrication and masonry;
- Safety precautions;
- City codes and ordinances, traffic laws and blue stake laws.

Skills (position requirements at entry):

Skill in:

- Maintaining and repairing equipment;
- Using hand and power tools;
- Reading and interpreting blueprints;
- Performing construction related activities;
- Operating various equipment related to area of assignment;
- Performing traffic control;
- Performing landscape activities;
- Installing and repairing irrigation systems;
- Using and storing chemicals, herbicides and pesticides;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School diploma or General Equivalency Diploma (G.E.D.) and one year of experience performing duties related to those as described above; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Maintenance Technician

Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License.

Positions may require one or more of the following certifications depending on assignment:

- Confined Space/Training and Shoring Certification;
- Arizona Structural Pest Control Certified Applicators License;
- Valid State of Arizona Driver's License with Commercial Endorsement and/or Hazardous Materials Endorsement;
- Forklift Certification;
- Flagger's Certification;
- Hazardous Materials Certification.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (hkn)

Date: 05/98

Rev: 09/01 (skm); 07/07 (jls)

Rev. 07/07